Rush University
Request for Letter of Recommendation

Letters of recommendation which are made from the recommender's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. If, however, the student wishes the recommender to include personally identifiable information from a student's education record (such as grades, GPA, etc.) the student must provide a signed release.

Directions:

1) Please complete the below form and either mail, fax or send it to the person who will be writing the letter on your behalf.
2) Letters of recommendation can be faxed if so desired. Please provide the fax number below.
3) Recommender: Please make a copy of the letter of recommendation and attach the copy to this form. Retain the documentation in your personal files for one year.

I, _____, *(please print your name and include your student ID number)*
give my permission to Rush University to provide a recommendation on my behalf to:

Name: _____

Address: _____

_____

_____

Fax: _____

Name of Rush faculty/staff member you wish to complete the recommendation:

_____

Rush University has my permission to include in the recommendation:
(Mark any that apply)
☐ Grades for any or all classes
☐ Grades for the following courses: _____
☐ Grade point average (GPA)
☐ Clinical activities information
☐ Other _____

Check one:
☐ I waive my right to review a copy of this letter at any time in the future.
☐ I do not waive my right to review a copy of this letter at any time in the future.

_____ _____
Signature Date